



## LONG-TERM CARE DIVISION POLICY MANUAL

Manual 11 – Emergency Procedures	<b>Policy: 11-01-04</b>
Code Blue – Medical Emergency	
<b>Effective Date:</b> January 6, 2021	
<b>Reviewed Date:</b> March 20, 2025	

### POLICY

To alert individuals within the Home to an acute medical emergency in a particular area of the building and to provide an organized system of response when dealing with a medical emergency when additional support is required.

### PROCEDURE

1. Upon discovery of a person in medical distress, the registered staff must be notified immediately.
2. The registered staff will take control of the situation.
3. The registered staff will assess the person for injury and the ability to breathe.
4. If a resident has a witnessed arrest at the Home, the registered staff will check the resident's chart for resuscitation direction.
5. If required, the registered staff will direct someone to retrieve the defibrillator, while commencing CPR.  
The defibrillator is located:
  - **The Lodge:** outside Pine Lane Entrance
  - **The Villa:** first floor, main entrance
  - **The Manor:** first floor in the lobby by the elevators
6. The registered staff will direct a person to call "9-1-1" and to meet Emergency Services at the Front Entrance.
7. The registered staff will ensure the resident's Substitute Decision Makers are contacted, and transfer documents are prepared.

8. If the medical event occurs to staff, volunteers or visitors the registered staff will endeavour to locate and notify emergency contact.

## **REPORTING AND NOTIFICATION**

Reporting is in accordance with policy and the *Fixing Long-Term Care Act, 2021*.

### **Critical and Mandatory Incident Reporting of Staff, Volunteer or Visitor**

*Note:* if a person, whether a worker or not, has been critically injured or killed at the workplace, the employer must immediately notify the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) Health and Safety Contact Centre and the co-chairs of the health and safety committee. This notice must be by telephone or other direct means. Within 48 hours, the employer must also notify, in writing, a director of the MLITSD, giving the circumstances of the occurrence and any information that may be prescribed [section 51(1)] of the Occupational Health and Safety Act. No person can alter the scene where the injury occurred in any way without permission of an inspector.

Definitions of a critical injury: Under the Occupational Health and Safety Act., (R.R. 1990, Reg 834, s.1) a critical injury means an injury of a serious nature that:

- (1) places a life in jeopardy
- (2) produces unconsciousness
- (3) results in substantial loss of blood
- (4) involves a fracture of a leg or arm but not a finger or toe
- (5) involves the amputation of a leg, arm, arm hand or foot but not a finger or toe

Refer to the County of Lambton Incident Report (H04 07 001).

## **FOLLOW-UP**

1. Communicate with staff, residents and visitors that emergency is over and assist as needed.
2. Document Code Blue on the Emergency Code Record form and submit to the Administrator.

## **DEBRIEF**

Departments will be responsible for:

- Maintaining a record of supplies and equipment used, where it was sent, and ensuring its return when the emergency is over.

- Participate in debriefing to evaluate the emergency and in the post, review providing reports and recommendations.
- Formally submit an evaluation of the emergency within 30 days of the emergency being declared over.
- Assist in creating revisions and implementation of adjustments to the plan.
- In-service any modifications with staff in their respective departments.